

**Healthcare Management Fieldwork Planning Important Dates and Meetings**

* Important due dates and mandatory fieldwork planning meetings are listed below.
* To find the dates that pertain to you, first identify the semester in which you plan to complete fieldwork and then refer to the corresponding information.
* The **Planning Meeting** explains the process of setting up your placement, and the **Orientation Meeting** covers essential information you need to know before you begin your hours.
* **Attendance at both meetings is mandatory. Meetings are from 12:30 – 1:30 pm.**
* **The dates are posted in advance, so plan accordingly.**
* In addition to the meetings, students are welcome and encouraged to meet with the Healthcare Management Coordinator individually to discuss their plans.
* On the **Intent to do Fieldwork form**, you identify the semester in which you intend to do fieldwork and provide basic contact details. The **Application to do Fieldwork** is the form where you identify the specific agency or organization that has accepted you and provide the agency’s contact details. Both forms and the manual are available on the [HCM Fieldwork Website](https://www2.cortland.edu/departments/health/fieldwork.dot) and the Pre-Fieldwork Planning Community Room in Bright Space. The forms should be submitted to the Healthcare Management Coordinator by the due dates listed. Students should download and review the HCM Fieldwork Manual.

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**Fieldwork Semester: SUMMER SEMESTER 2024 (May 15 - August 16, 2024)**

Planning Meeting June 3, 2023

Intent to do Fieldwork (form) Due September 4, 2023

Application to do Fieldwork in Summer 2024 Due January 22, 2024

Orientation Meeting April 22, 2024

Fieldwork Starts May 15, 2024

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**Fieldwork Semester: FALL SEMESTER 2024 (August 26 - December 13, 2024)**

Planning Meeting October 2, 2023

Intent to do Fieldwork (form) Due October 30. 2023

Application to do Fieldwork in Fall 2024 Due January 22, 2024

Orientation Meeting April 22, 2024

Fieldwork Starts August 26, 2024

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**Fieldwork Semester: SPRING SEMESTER 2025 (January 27 - May 16, 2025)**

Planning Meeting April 15, 2024

Intent to do Fieldwork (form) Due April 29, 2024

Application to do Fieldwork in Fall 2023 Due August 26, 2024

Orientation Meeting November 11, 2024

Fieldwork Starts January 27, 2025

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**Fieldwork Semester: SUMMER SEMESTER 2025**

Planning Meeting June 3, 2024

Intent to do Fieldwork (form) Due September 9, 2024

Application to do Fieldwork in Spring 2024 Due January 20, 2025

Orientation Meeting April 21, 2025

Fieldwork Starts May 14, 2025

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**Fieldwork Semester: FALL SEMESTER 2025 (August 25 - December 12, 2025)**

Planning Meeting October 7, 2024

Intent to do Fieldwork (form) Due October 28, 2024

Application to do Fieldwork in Spring 2024 Due January 27, 2025

Orientation Meeting April 21, 2025

Fieldwork Starts August 25, 2025